**Minutes of Health & Safety Committee Meeting 9.30am, Thursday 14th June 2018 at Town Council**

 **Present:** Cllrs D Evans, O Edwards, Rowberry

[In attendance: S King, Deputy Clerk]

1. **Election of Chairperson**

It was proposed and duly seconded that Cllr D Evans was elected as Chair of Health and Safety Committee.

There were no further nominations.

**Cllr D Evans was elected as Chair of the Health and Safety Committee.**

1. **Appointment of Vice Chairperson**

It was proposed and duly seconded that Cllr O Edwards was appointed as Vice Chair of Health and Safety Committee.

 There were no further nominations.

**Cllr O Edwards was appointed as Vice Chair of Health and Safety Committee.**

1. **Apologies**

Apologies were received from Cllrs RJ Higginson, M Mitchell and J Williams.

1. **Declarations of Interest**

 There were no declarations of interest.

1. **Cemetery Land**

The Deputy Clerk updated Committee, that planning permission for the cemetery extension had been obtained and the planning agent process had been completed. The planning agent had recommended progress through a meeting with an ecologist in order to discharge conditions of the planning permission, this had been supported by guidance from Mon CC Senior Biodiversity & Ecology Officer.

The committee agreed that a meeting was required in order to progress with the cemetery extension. The ecology specialist would be invited to attend the next Health and Safety committee meeting.

**The Health and Safety Committee recommended that the next meeting be arranged in accordance with availability of the ecologist.**

1. **Draft Fire Risk Assessments**

The Deputy Clerk presented draft Fire Risk Assessment reports to the committee, which had been undertaken following advice from the Health and Safety Officer.

The committee were advised that assessments were undertaken at the Town Council building, Public toilets, Nursery and Bowls Club. The report had recommended that the Town Council building emergency lighting and fire alarm system (currently integrated with intruder alarm) were upgraded in accordance with current regulations.

There were no issues to report following assessments at the other sites.

**The Health and Safety Committee recommended that quotations were obtained for increased emergency lights and upgrade of fire alarm system.**

**In addition, it was recommended that, at the next meeting, Health and Safety Committee inspected works that had been undertaken at the Bowls Club.**

1. **Location of Silent Soldier in Town Council grounds**

The committee had been given delegated powers by full Council, to decide on the location of the Silent Soldier.

The committee were aware that the solider should be placed in an area which would be safe and not prone to damage. Members suggested that the soldier was mounted on the wall of the Town Council building (cost approximately £60) and moved to the grassed area of the town council property for the remembrance parade.

**Health and Safety Committee agreed that the Silent Soldier would be fixed onto the outside wall of the Town Council building and moved onto the grassed area for the Remembrance Day parade Sunday 11th November 2018.**

1. **Boundary fence/fence nursery**

The Planning Inspector had visited the Town Council in relation to the development adjacent to the Town Council building/land. Some concerns had been expressed regarding potential damage to boundaries of Town Council and 9 Sandy Lane.

**Health and Safety Committee recommended that the developer was contacted, regarding the responsibility for rectification of any damage.**

1. **Other – at the Discretion of Chairperson**

The Health and Safety Committee were advised of the following items:

1. **Cross Memorial**

Concerns were expressed regarding the condition of the cross memorial, due to reported graffiti and vehicle damage.

The committee suggested that it future it could be beneficial for a fence to be installed, by Mon CC, around the memorial.

**The Health and Safety Committee recommended that a meeting was held with Mon CC officers, to obtain an update of how issues would be rectified.**

1. **Christmas Lights**

The committee noted that quotations had been received for Christmas Lights and a supplier had been selected. Members suggested that a meeting was held with Caldicot Town Team.

**The Health and Safety Committee recommended that Town Team would be invited to a meeting to discuss provision and contribution for icicle lights.**

1. **Redecoration of Town Council building**

The Health and Safety Committee were informed that, quotations were being invited for re-decoration of the Town Council building. It was recognised that the carpet was in poor condition and had lifted in some areas.

**The Health and Safety Committee recommended that quotations were received for re-decoration of the Town Council building and replacement carpet.**

1. **Allotments**

The Health and Safety Committee were updated that the path at Oakley Way allotments was uneven and the preferred contractor had been invited to rectify.

1. **King George V Playing Fields**

A member advised that the CCTV officer had been contacted regarding a camera at King George V Playing Fields.

An update was requested regarding posts on the playing fields, in order to alleviate vehicles accessing on the field.

**The meeting ended at 10.00am**